



Legislative  
Service  
Bureau

# MINUTES

## Service Committee of the Legislative Council

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November 18, 1998

Sixth Meeting of the 1997-1998 Biennium

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### MEMBERS PRESENT

Representative Brent Siegrist, Chairperson

Senator Stewart Iverson, Jr.

Representative Betty Grundberg

Senator Don Redfern

Representative John Connors

Senator Michael Gronstal

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## MEETING IN BRIEF

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Minutes prepared by Ed Cook,  
Legal Counsel, 515-281-3994

Organizational staffing by Diane  
Bolender, Director, 515-281-3566

1. **Procedural Business.**
  2. **Personnel Reports.**
  3. **Personnel Committee – Job Classification and Salary Structure Review.**
  4. **Budget Reports.**
  5. **Written Materials Filed With the Legislative Service Bureau.**
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### COMMITTEE BUSINESS

#### 1. **Procedural Business.**

The Service Committee of the Legislative Council was called to order by Chairperson Representative Brent Siegrist at 10:08 a.m., Wednesday, November 18, 1998, in Room 116, State Capitol, Des Moines, Iowa.

The Service Committee approved the minutes of the June 23, 1998, meeting of the Committee.

The Service Committee adjourned at 10:40 a.m.

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## 2. Personnel Reports.

**a. Legislative Fiscal Bureau.** The Service Committee received and filed the November 1998 personnel report submitted by Dennis Prouty, Director of the Legislative Fiscal Bureau.

**b. Legislative Service Bureau.** The Service Committee received and filed the November 1998 personnel report submitted by Diane Bolender, Director of the Legislative Service Bureau, and recommended, upon motion and unanimous vote, the following:

(1) That the following employees be promoted:

- ◆ Ms. Rosemary Drake, from Assistant Editor 3, grade 30, step 4, to Deputy Administrative Code Editor, grade 35, step 1, effective December 1998.
- ◆ Ms. Stephanie Hoff, from Assistant Editor 1, grade 24, step 3, to Assistant Editor 2, grade 27, step 1, effective December 1998.
- ◆ Ms. Joy Warner, from Text Processor 1, grade 19, step 3, to Text Processor 2, grade 22, step 1, effective December 1998.
- ◆ Ms. Joyce Lathrum, from Text Processor 1, grade 19, step 3, to Text Processor 2, grade 22, step 1, effective December 1998.

(2) That the following employee be hired in the position indicated:

- ◆ Ms. Gina Garrett, from Proofreader 2, grade 19, step 3, to Text Processor 1, grade 19, step 3, effective November 1998.

(3) That the job series titled Legislative Document Technician be created and that the following employees be reclassified:

- ◆ Ms. Andrea Meier, from Proofreading Supervisor, grade 22, step 6, to Supervising Legislative Document Technician, grade 25, step 4, effective December 1998.
- ◆ Ms. Sue Fetters, from Proofreader 2, grade 19, step 6, to Legislative Document Technician 2, grade 22, step 4, effective December 1998.
- ◆ Ms. Helen DeBartolo, from Senior Text Processor, grade 25, step 4, to Legislative Document Technician Supervisor, grade 28, step 1, effective December 1998.
- ◆ Mr. Danny Degen, from Proofreader 2, grade 19, step 4, to Legislative Document Technician 2, grade 22, step 3, effective June 1999.
- ◆ Ms. Cindy Lewis, from Proofreader 1, grade 16, step 4, to Legislative Document Technician 1, grade 19, step 2, effective June 1999.
- ◆ Ms. Rhonda Fowler, from Proofreader 1, grade 16, step 2, to Legislative Document Technician 1, grade 19, step 1, effective June 1999.



**c. Legislative Computer Support Bureau.** The Service Committee received and filed the November 1998 personnel report submitted by Sanford Scharf, Director of the Legislative Computer Support Bureau.

**d. Office of Citizens' Aide/Ombudsman.** The Service Committee received and filed the November 1998 personnel report submitted by William Angrick, Citizens' Aide/Ombudsman, and recommended, upon motion and unanimous vote, that the following employees be promoted:

- ◆ Mr. Jeffrey Burnham, from Assistant II, grade 32, step 3, to Assistant III, grade 35, step 2, effective November 1998.
- ◆ Ms. Judith Green, from Finance Officer I, grade 24, step 6, to Finance Officer II, grade 27, step 5, effective November 1998.

Mr. Angrick also discussed the pending completion of a data processing intake system for the Office and mentioned the possibility of negotiating with other ombudsman offices to provide them with access to the data processing intake system software for a fee. He noted that Iowa Code section 22.3A establishes the parameters for selling access to data processing software.

### **3. Personnel Committee – Job Classification and Salary Structure Review.**

In approving the proposal to establish a new job classification within the Legislative Service Bureau, the Committee discussed the potential effect of this change on the various staff positions in the Senate and House and in the other nonpartisan central staff agencies.

Based on this discussion, the Service Committee, upon motion and unanimous vote, recommended that the Legislative Council direct that a personnel committee, consisting of representatives from the central nonpartisan staff agencies, the caucus staffs, and the House and Senate staffs, meet to review job classifications and salary structures for legislative employees. The personnel committee should report its findings to the Service Committee following the 1999 legislative session. (Pursuant to subsequent Legislative Council action, four legislative members, appointed by legislative leaders, were added to the committee membership. In addition, the Council directed that the Committee report its findings by the end of the summer during the 1999 interim.)

### **4. Budget Reports.**

The Service Committee, upon motion and unanimous vote, recommended the adoption of the following budgetary proposals:

**a.** That the Legislative Council approve the proposed budgets and budget allocations for the fiscal year beginning July 1, 1999, pursuant to section 2.12 of the Code, for the following agencies:

Legislative Fiscal Bureau.

Legislative Service Bureau.



## Service Committee of the Legislative Council

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Legislative Computer Support Bureau.

Office of Citizens' Aide/Ombudsman.

**b.** That the Legislative Council approve the execution of a contract between the Legislative Council and Election Data Services, Inc., to provide redistricting assistance to the General Assembly for completion of Phase 2 of the Census Bureau's voting district project and approve the following budget allocations pursuant to the contract. The budget allocations would include a proposed supplemental budget allocation of \$60,000 for the Legislative Service Bureau and of \$30,000 for the General Assembly from the joint legislative account for the fiscal year beginning July 1, 1998, and a budget allocation of \$78,000 for the General Assembly from the joint legislative account for the fiscal year beginning July 1, 1999.

### **5. Written Materials Filed With the Legislative Service Bureau.**

- a.** November 1998 personnel report from the Legislative Fiscal Bureau.
- b.** November 1998 personnel report from the Legislative Service Bureau.
- c.** November 1998 personnel report from the Legislative Computer Support Bureau.
- d.** November 1998 personnel report from the Office of Citizens' Aide/Ombudsman.
- e.** FY 2000 budget request from the Legislative Fiscal Bureau.
- f.** FY 2000 budget request from the Legislative Service Bureau.
- g.** FY 2000 budget request from the Legislative Computer Support Bureau.
- h.** FY 2000 budget request from the Office of Citizens' Aide/Ombudsman.
- i.** November 10, 1998, memo from the Legislative Service Bureau entitled "Support Positions Review."
- j.** November 17, 1998, memo from the Legislative Service Bureau entitled "Redistricting Phase 2 Budget Authorization for FY1999 and FY2000."

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